

Exteriors by Highmark is looking for a highly organized, adaptable **Project Coordinator** who has strong attention to detail to join their team.

****Starting salary range is \$50,000-\$55,000****

If you enjoy using your administrative experience along with your knowledge of the construction industry to contribute to a growing company, then this position is for you!

Highmark Companies has been named as one of the Top 200 Workplaces in Minnesota by the Star Tribune! Top Workplaces recognizes the most progressive companies in Minnesota based on employee opinions measuring engagement, organizational health, and satisfaction. The analysis included responses from over 79,000 employees at Minnesota public, private and nonprofit organizations. We couldn't have gotten this amazing honor without our employees.



Come see what it's like to be a part of a Top Workplace!

What Highmark has to Offer You:

- Flexible Paid Time Off Policy- **Offered to employees to promote work/life balance**
- Advancement and Education Opportunities
- Health Insurance- **company pays 100% of employee-only premium on lowest cost plan**
- Dental Insurance
- Vision Insurance
- 401K
- Paid Holidays
- Profit Sharing Bonus

Summary

This individual serves as admin to the operations, sales, and finance departments. They are a vital asset to these teams and are critical to daily operation.

Job Responsibilities

- Complete the job set up and closeout process
- Set up, maintain, and adjust job budgets
- Assist in coding and approving subcontractor invoices
- Client invoicing
- Track Builders Club invoices
- Complete billing per contract
- Create and issue purchase orders
- Update and communicate change orders, punchlists and warranty documents
- Update and train employees on BuilderTrend
- Pull permits for projects
- Assist in service department scheduling
- Backup for the front desk as needed

Qualifications:

- 2-3 years of administrative or project management experience

- Strong data entry skills
- Intermediate- level proficiency in computers including Microsoft Excel, Outlook etc.
- Excellent written and verbal communication skills
 - Spanish-speaking capabilities would be highly valued